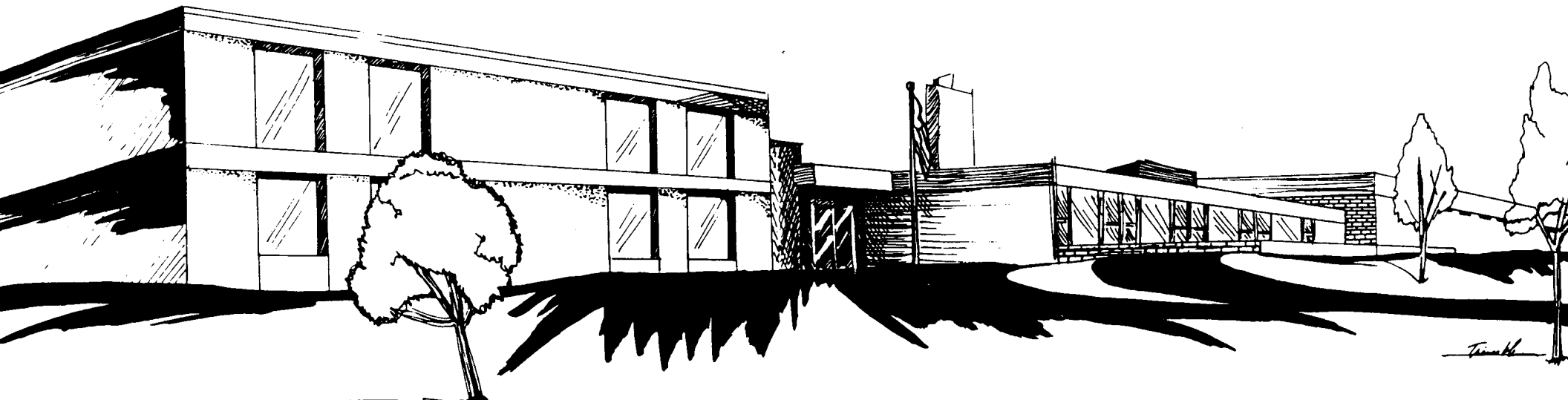


**PARENT/STUDENT
HANDBOOK
of
HOMER-CENTER
ELEMENTARY SCHOOL**

45 Wildcat Lane
Homer City, Pennsylvania 15748

"Where Everybody is Somebody"



For further information about the evaluation procedures and provisions of services to protected handicapped students, contact the school principal.

CONFIDENTIALITY OF STUDENT RECORDS

The District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accord with state and federal law and the District Students Records Policy. Parental rights regarding student records are available at any school office.

The Homer-Center Elementary School reserves the right to adjust information or add policies and procedures as deemed appropriate.

PARENT/STUDENT HANDBOOK OF HOMER-CENTER ELEMENTARY SCHOOL

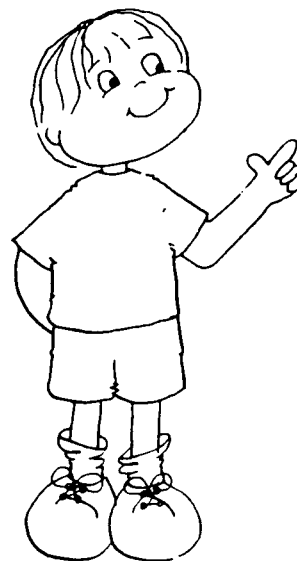




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ing-level Instructional Support Team, when appropriate.

When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of their child at any time through a written request to the school principal.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP), biennial multidisciplinary reevaluation, supportive intervention in the regular class or in a special education resource program, placement in a part-time or full-time special education class outside of the regular school. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The District also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special education program.

Parents are invited and encouraged to participate with school personnel in their child's evaluation and the development of their child's IEP.

Additional information regarding special education services and programs and parental due process rights may be obtained by contacting your child's school principal.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Homer-Center School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in the extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs.

SPECIAL EDUCATION PROGRAMS

The Homer-Center School District offers extensive services in special education for eligible students. Programs exist at both the elementary and secondary levels for children who exhibit mental retardation, learning disabilities, mentally gifted abilities, social/emotional disturbance, visual impairment, hearing impairment and physical impairment and may be implemented in a number of contained classrooms. All are designed to give these students as much help as they need, yet keep them in the company of other non-handicapped students to the maximum extent possible.

The principal and/or guidance counselor in your school is the best person to answer questions should your child have academic or other difficulties.

NOTICE TO PARENTS

SERVICES FOR SCHOOL AGE-EXCEPTIONAL STUDENTS

Homer-Center School District provides a free, appropriate, public education to exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multihandicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education programs and services. These include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores); hearing, vision, physical and speech/language screening; and review by a build-

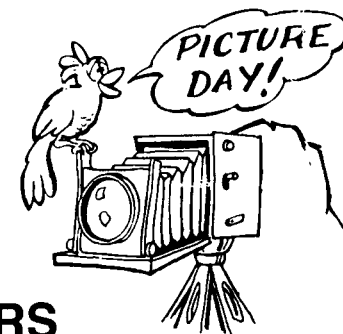
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SCHOOL PICTURES

Individual student pictures will be taken sometime near the beginning of the school year, usually in September. A make-up day for absentees occurs at a later date. The purchase of student pictures is optional.



SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers is when the regular teacher is ill or engaged in professional training. Students are expected to be extra courteous to substitute teachers. All substitute teachers are certified teachers.

STUDENT TEACHERS

Student teachers and pre-student teachers from Indiana University of Pennsylvania may be assigned to your child's classroom during the school term. This student teaching program is a cooperative effort between the Homer-Center School District and the University. The overall instructional program is the responsibility of the classroom teacher.

TITLE I

The Homer-Center Elementary offers Title I services to eligible students in Reading (Grades K-3). This federally funded remediation program provides supplemental instruction in small groups or through in-class assistance to students that have a need for extra attention. This program varies slightly year to year. Title I teachers are highly qualified considering No Child Left Behind guidelines. For more information or to offer suggestions, please contact the Title I coordinator at 479-9077.

REPLACEMENT MATH

Students in grades 3-6 may participate in Replacement Math class with small group instruction, if determined to be appropriate. Parents will be notified. If needed, students may receive supplemental math in grades 3-6, if possible.

VALUABLES

School personnel cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (i.e., lunch money) or other important possessions to school, students are responsible for these items.

LOST AND FOUND

All clothing found in the school is placed in containers located in the main office of the elementary school. Money, jewelry, and other small articles of value are turned into the office. Students may claim them after proper identification.



INSURANCE

Student accident insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care and parents are encouraged to investigate the service. Please note that this school insurance provides limited coverage. The school is not obligated to pay medical expenses for accidents that occur at school.

P.T.A.

The Homer-Center P.T.A. (Parent Teacher Association) has been highly involved in improving our school and providing assemblies for our students. All parents are urged to become members and actively participate. Four to six meetings are scheduled throughout the year. Advance notice of the program date and time are sent home to all parents in the elementary school.

Students' Rights and Responsibilities

Students have the basic constitutional rights guaranteed to all United States citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of others. Two purposes of school are to encourage the responsible use of these rights and to develop good citizenship within the framework of an educational society.

The school is a community, and the rules of the school are the laws of that community. To enjoy the right of citizenship in the school you must also display the responsibilities that pertain to citizenship. The following are examples of rights that are guaranteed youngsters in a school setting, along with accompanying responsibilities:

Right

Obtain an education at public expense and participate in the school program. (This right extends to handicapped, married or pregnant students.)

Expect schools to be a safe place for all students to gain an education.

Assist in making school rules and other decisions affecting the student's life in school.

Be represented by an active student government selected by school elections.

Express opinions orally or in writing.

Responsibility

Attend all classes daily and be on time. Pursue courses of study prescribed by state and local authorities and carefully select electives based upon interest and need.

Assist and cooperate with the school faculty, staff and administrators who are responsible for providing a safe school.

Be aware of all rules and regulations for student behavior and act in accordance with them.

Take an active part in student government by running for office or voting for the best candidates; make student problems known through the student council.

Express opinions in a respectful manner and in ways which will not offend or slander others.

Receive a fair hearing with the opportunity to call witnesses and appeal the decision in the event of disciplinary action.

File a grievance with the appropriate school official when accused of misconduct.

Expect the student's name to remain confidential to the extent legally possible.

Attend and participate in school meetings, assemblies and other co-curricular activities conducted for business or entertainment.

Use school equipment, books and materials.

Attend classes in which teachers are providing proper learning environments, materials and instruction and in which grades are fairly assigned.

Be willing to volunteer information and cooperate with school staff in disciplinary cases.

File the grievance at the proper level. First seek a remedy at the school site. If it is necessary, take the problem to district level. If there is still no resolution, court action may be required.

Exhibit responsible behavior in ensuring the orderly operation of the school.

Be on time, participate and show consideration for performers, and remain until the event is finished.

Take care of them and return them upon request.

Attend school until the age established by state law.

SEXUAL HARASSMENT

The Homer-Center School District is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment by staff, employees, or other students of the district.

Students who feel victimized or threatened by sexual harassment of any form or nature should report it immediately to the building principal, counselor, nurse, or teacher of their choice.

SMOKE/TOBACCO-FREE ENVIRONMENT

No one, at any time, may smoke or use tobacco in any of the buildings or on any property operated by the Homer-Center School District. This includes, but is not limited to, cleaning and lavatory areas, conference and meeting rooms, classrooms, lounges, auditoriums, gymnasiums and athletic areas.

TELEPHONE

The office telephone is a business telephone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements such as requesting permission to go to another child's home after school.



PETS

Students are not to bring pets to school unless they have obtained special permission from the classroom teacher. If advance permission is obtained, parents may bring pets to school for a special display or activity during the school day. Pets are not permitted on the school bus.



Under no circumstances is a potentially dangerous pet to be brought to school.

SCHOOL VISITATION

All parents/visitors must report directly to the elementary office to pick up their children for appointments, to deliver birthday treats, etc. At no time should parents report directly to a classroom. In order to minimize classroom interruptions, children will be called to the office for you. Parents/guardians must sign-out children who need to leave the building during school hours. This precaution is necessary to insure the safety of your children.

A Back-to-School Night, parent-teacher conferences, school programs, and classroom visitations during American-Education Week are a few options available to parents to acquaint them with the school facility and the instructional program. If parents/guardians want to visit the classroom on another day, they should contact the elementary principal.

The food service director schedules certain days throughout the school year when adults are invited to eat lunch with their children in the cafeteria. Generally, the cafeteria is not open to the public on a daily basis. This rule applies so that students scheduled for lunch may be served and have enough time to eat during their half-hour lunch period. Also, a lunch count is taken each day and food is prepared for that number.

DISTRICT AND ELEMENTARY OFFICE STAFF

Superintendent of SchoolsDr. Joseph F. Marcoline
PrincipalMichael A. Stofa
Guidance CounselorElaine Thurston
NursePatricia Pavolko
Food Service DirectorM. Susan McLoughlin
SecretaryPatty Iezzi

PHONE DIRECTORY

Elementary Office724-479-9077
Elementary Guidance724-479-9077 Ext. 1112
Elementary Nurse724-479-9077 Ext. 1114
Elementary Cafeteria.....724-479-9077 Ext. 1144
Superintendent724-479-8080
Business Manager.....724-479-3601
High School Office.....724-479-8026
High School Guidance.....724-479-2525
High School Nurse724-479-8026 Ext. 3134
District Websitewww.homercenter.org

DAILY TIME SCHEDULE

7:55 A.M.	Teachers' Arrival Time
7:55 - 8:25 A.M.	Staff Meetings, Student Conferences, Etc.
8:25 - 8:35 A.M.	Buses Arrive
8:35 - 9:00 A.M.	Breakfast Time
9:00 A.M.	PA Morning Announcements
9:00 A.M. - 3:10 P.M.	Instructional Time
3:15 P.M.	PA Afternoon Announcements
3:20 P.M.	Buses Depart
3:25 P.M.	Teachers' Dismissal Time



DAILY LUNCH/RECESS SCHEDULE

Lunch Period	Grades
10:45 A.M. - 11:15 A.M.	Kindergarten
10:50 A.M. - 11:20 A.M.	1
10:55 A.M. - 11:25 A.M.	2
11:15 A.M. - 11:45 A.M.	3
11:50 A.M. - 12:20 P.M.	4
12:00 P.M. - 12:30 A.M.	5
11:45 A.M. - 12:15 P.M.	6

Recess Period	Grades
11:15 A.M. - 11:45 A.M.	Kindergarten
11:20 A.M. - 11:50 A.M.	1
11:25 A.M. - 12:05 P.M.	2
11:45 A.M. - 12:15 P.M.	3
12:20 P.M. - 12:50 P.M.	4
12:30 P.M. - 1:00 A.M.	5
12:15 P.M. - 12:45 P.M.	6

TORNADO DRILLS

Tornado drills may be conducted during the school year. During tornado drills, each classroom goes to a designated area within the building. All children sit or kneel with heads covered and faces down and away from windows.

BOMB THREATS

A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures.

FIELD TRIPS

Field trips to places of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray trip costs.

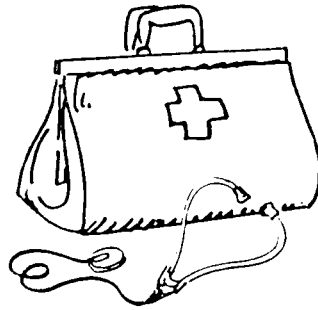


HOMEROOM ASSIGNMENTS

A range of abilities, a balance between boys and girls, and a balance in the overall number of students in each homeroom determine homeroom assignments. They may receive mathematics from a teacher other than their homeroom teacher.

Homeroom assignments are at the sole discretion of the district. These assignments will be posted in mid-August on the front entrance doors to the elementary school.

Teachers should receive advance notice of these appointments so that they can plan accordingly. A brief note indicating the date, time, and reason for the absence, signed by the parent, will be appreciated.



DRESS CODE

Students generally conduct themselves in a manner similar to the way in which they dress and groom. They should wear clothing appropriate for a school setting and outdoor recess. Any type of dress or grooming which is disruptive will not be permitted. Shorts of modest length are permitted. Halter/tank tops are not permitted in grades 4-6. Shirts with inappropriate slogans or advertising are not permitted in grades K-6. Thongs and flip-flops are not permitted due to safety concerns.

EMERGENCY DRILLS

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Parents should feel confident concerning all emergency procedures at the school.

FIRE DRILLS

Fire drills are conducted once each month in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area a safe distance from the building. Children are directed to these designated areas as fast as possible in a safe, quiet, and orderly manner.

ADMISSIONS

New Kindergarten students must be five years of age before September 1 of the school year in which they are enrolling. New first grade students must be 6 years of age before September 1. Ages must be verified by a birth certificate and immunization records must be complete before students are enrolled in school.

Parents of students transferring from other schools should register their children at the elementary office. In this way, academic records may be obtained to insure their admission to the proper classes.

WITHDRAWALS

The school should be notified in advance if a student is moving throughout the school year. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.



EMERGENCY INFORMATION

In case of an emergency, each student is required to have the following information on file in the school office:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home telephone number and parent's work telephone number for each parent/guardian.
4. Emergency telephone number of a friend or relative who is close enough to the school and has transportation to respond in an emergency (if parents/guardians cannot be reached).
5. Doctor's/dentist's name and telephone number.
6. Medical alert information.
7. Updated custody information/papers (if applicable).

You will be asked to complete an emergency card at the beginning of each school year. Parents are requested to return these cards to the school as soon as possible.

CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.



All students must be on the playground during outside recess. Only students with medical excuses or on detention will be allowed to remain in the building during scheduled outside breaks.

School staff will supervise indoor and outdoor recess periods. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

The following rules apply to outdoor recess:

1. Treat others courteously.
2. Use playground equipment properly.
3. Do not throw objects (i.e., rocks or snowballs) at others.
4. Do not fight, push or play rough (i.e. tackle football) on the playground.

MEDIA COVERAGE

The Homer-Center Elementary encourages media coverage of special events. Students may have their pictures taken and published as part of a school project or event.

If parents do not want their child's picture displayed by the media, a letter stating this should be submitted YEARLY to the elementary office in care of the principal.

BICYCLES

The school assumes no responsibility for bicycles. However, bike racks are available for student convenience. It is suggested that students chain their bikes to the bike racks for safety purposes. Bicycles are not to be ridden on school grounds except as transportation to and from school.



DOCTOR/DENTIST APPOINTMENTS

Parents should make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused and the following will apply: A student will be considered absent for one-half day if

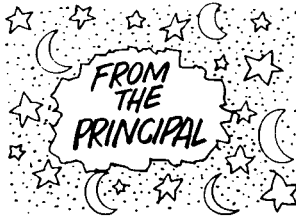
- The student reports to school after 11:30 AM,
or if
- The student leaves the school prior to 11:30 AM.

SUSPENSION/EXPULSION

Suspensions from school are given by the principal for the very worst infractions of school rules and policies. If your child is suspended you are required to meet with the principal before reinstatement can take place.

Suspensions are given only as a last resort. It signifies that the child's behavior has been so disruptive or severe that the only reasonable way to deal with the situation is to remove the child from the school environment.

Expulsion is an extreme measure which may occur after a formal hearing before the Superintendent and Board of School Directors.



RECESS POLICIES



Weather permitting, students in most grade levels have a 30 minute recess every day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Shorter outside times are scheduled on very cold days. Always dress your child for outside recess.

Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. Quiet games and talking with friends, etc. are usually permitted by the teachers in charge.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The following circumstances are the only recognized excuses for school absence: 1) personal illness, 2) death in the immediate family, and 3) religious holiday.

Upon returning to school after an absence, a student should bring a signed excuse from a doctor, if under doctor's care, or an excuse signed by a parent or guardian. This excuse should include number of days absent, and an explicit reason for the absence. This is helpful for our office records. Moreover, such excuses are required by Pennsylvania School Law.

As directed by school policy, parents of any student who has missed 8 days of school will receive a letter of notification concerning absenteeism. When a student misses 12 days of school, a second letter noting these absences will be sent home. At this point, all subsequent absences must be accompanied by a doctor's excuse. Again, this policy is in accordance with Pennsylvania School Law. In addition, school districts have discretionary rights to set standards.

UNLAWFUL ABSENCES

Unexcused absences are unlawful absences for all children of compulsory school age.

All absences are unlawful until an excuse has been given to the teacher explaining the reason for the absence.

If compulsory school attendance laws are violated and absenteeism persists, the parent/guardian is subject to arrest and a fine or jail sentence.

PUPIL RECORDS

The collection, maintenance, and dissemination of pupil records is a valid, legal and expected function of any school system. The confidential nature of such records is a matter of fact and is fully recognized by the professional staff in their use of such data. Pupil records are maintained for the following purposes:

1. To enable teachers, guidance counselors, and other professional personnel directly concerned with the pupil to analyze the pupil's progress.
2. To provide the same professional personnel with a base from which to guide and counsel the pupil regarding educational development.
3. To enable teachers and other professional personnel to counsel with parents regarding the progress of their children.
4. To develop a base from which the pupil and counselors can review strengths and weaknesses and thus enable the pupil to select realistic career goals.
5. To have available for dissemination, within the constraints hereinafter described, information without which the pupil would find entrance to other educational institutions and/or employment extremely difficult, if not impossible.

Collection

No information will be collected from students without the prior informed consent of the child and the parents.

Such consent may be given either individually or through the parents' legally elected representative, that is, the School Board.

In all situations where individual consent is to be obtained, it shall be in writing.

Administration

Records shall be kept under the supervision of designated professionals in accord with statements contained in this Policy.

Students and/or parents may challenge the validity of any information contained in Category A and B by filing a written notice with the professional responsible for the maintenance of that record, or by filing such statement with the principal of the school in which the pupil is enrolled.

DISCIPLINARY ACTIONS

Appropriate disciplinary action will be taken if students fail to observe the rules/regulations of the elementary school. The action taken will depend upon the severity of the infraction and surrounding circumstances. The following actions are examples of actions which may be taken at the discretion and judgment of the teacher and/or principal:

1. Verbal reprimand
2. Loss of recess
3. Written and/or verbal apology
4. Loss of privileges (i.e., exclusion from assemblies, special activities, or class trips)
5. Written or telephoned report to parents from principal, teacher, or student
6. Suspension

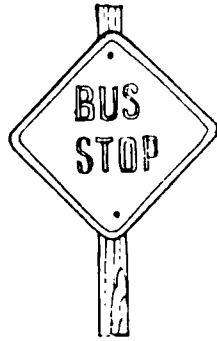
"Parents as Partners"

This handbook tells you all about Homer-Center Elementary School. It presents our procedures, expectations and rules of conduct. Please read over this book with your children. Keep it handy as a guide during the school year ahead.

Won't you join us as partners explaining and supporting these handbook regulations with your children? These "laws" make it possible for us to live, learn, work and play together.

Please call school (479-9077) if you have any questions or need more information.

4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Pets are not permitted on the bus.



9. Toys are to be placed in a bag or container and not played with on the bus.

Only toys which can be placed in a bag or container and sit comfortably on a child's lap should be brought on the school bus.

10. Students should not cross a street to board a school bus before the bus stops and the red lights are flashing.

Infractions of the above rules will be brought to the attention of parents by letter. Continual abuse of the bus privileges will result in the denial of transportation.

BUS ROUTES/OPERATING POLICIES

Bus routes and stops are established prior to the beginning of each school year. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies.

Parents who have questions concerning bus routes, time schedules, or bus stops should contact the Smith Bus Company at (724) 459-6930. Requests for changes in bus routes or bus stops should be referred to the Superintendent. Behavioral problems on the school bus should be reported to the school principal.

All Category A and B Data shall be considered active for a period of two years from date of graduation or leaving school or other than by transfer to another school. The original records shall be maintained during that period. At the end of the two year period, all Category A data will be microfilmed, classified inactive and stored at least 100 years. The original file, including B data, shall be destroyed.

Classification

CATEGORY A DATA

Initial pupil identification, attendance and scholastic data.

CATEGORY B DATA

Pertinent academic and personal development data that has been verified.

CATEGORY C DATA

Potentially useful information but not yet verified.

Category C data shall be destroyed as soon as its usefulness is ended.

Dissemination

The school may, without consent of parents or students, release a student's permanent record file:

1. To other school officials, including teachers within the district, who have a legitimate educational interest.
2. To the State Secretary of Education.
3. To officials of other primary and secondary school systems in which the student intends to enroll.

The school or any school personnel will not divulge in any form to any person, other than those listed above, any information contained in school records without written consent from the student's parents specifying records to be released.

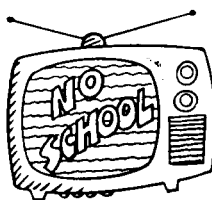
Each matter of request for consent shall be handled separately. No blanket permission for release of data within the extended period of time may be solicited.

When a student reaches the age of 18, and is no longer attending high school, or is married, whether age 18 or not, student's consent alone must be obtained.

Either a pupil or the parents or guardian or their legal representative may have access to the official administrative record, Category A. Parents or guardians may have access to Category B data. Students may have access to Category B data with parental or guardian's permission. Students or parents must obtain an appointment with the professional responsible for the maintenance of the records should they wish to review the records. The above is the Board Policy on Student Records and a summary of the procedures.

SCHOOL CANCELLATION, EARLY DISMISSAL, OR DELAY

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created.



Parents should listen to Radio Station KDKA (1020 AM), local radio stations WDAD in Indiana (1450 AM), WCCS in Homer City (1160 AM), WQMV (92.5 FM), WLCY (106.3 FM) or WJAC television station (Channel 6) for school information.

Notification of scheduled early dismissals for teachers' meetings will be reported on the Principal's Newsletter each month.

NOTE: Breakfast will NOT be served on days when school is operating on a school delay.

ARRIVAL/DISMISSAL

Students should not arrive at school prior to 8:25 A.M. and should not leave for home before 3:15 P.M. unless excused at an earlier time.

If a student accidentally causes damage, he or she should report it to the classroom teacher or principal so that the damage is not misconstrued as vandalism.

WEAPONS

As required by the Gun-Free Schools Act, "Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any conveyance providing transportation to a school or school-sponsored activity" may be expelled for one year. The definition of a weapon as contained in the act includes, but is not limited to "any knife, cutting instrument, cutting tool, nunchaker, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury."

BUS CONDUCT

Riding a school bus is a privilege. Bus privileges can be revoked if students are not cooperative with the bus drivers. Rules/regulations for bus conduct are put into effect in order to insure the safety of your children.



BUS REGULATIONS

The following rules have been established in order to insure the safety of all students who ride the buses:

1. Use only the bus and bus stop assigned. Students will not be permitted to ride different buses unless a parent or guardian has contacted Smith Bus Company at 459-6930 in advance to make prior arrangements. After this permission has been obtained from the bus company, parent or guardian must notify the elementary office and the child's teacher of the change either in writing or by phone. This permission will be granted on a limited basis since the bus capacity number must remain below the total bus capacity designated by the law for each school bus. The capacity number varies depending upon the seating capacity of the bus.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.

FOOD/GUM/CANDY

Students are not permitted to chew gum while in school for health and custodial reasons. Treats including ice cream, soda, and candy are to be eaten during lunch or at approved parties.



FIGHTING

Fighting is strictly forbidden on school property. Breaking this rule will result in disciplinary action by school personnel. Repeated occurrences or a severe infraction usually results in a school suspension. Parent notification will be necessary before a child is reinstated in school.

LITTER POLICY

Our school grounds are attractive when kept free of litter. If you are visiting the school, or if you are a student, please put litter in its place. Receptacles are available behind the school and in the playground area.

SOLICITING

Students are not permitted to bring items to school for selling, trading, or ordering purposes unless it is a fundraising activity sponsored by the school.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include suspension. The school requires that vandal damage be paid for by students who damage property or equipment.

ARRIVAL/DISMISSAL (continued)

Students are not to report to their classrooms until after the first bus arrives. Supervision may not be available in classrooms until that time. Parents should not go up/down the ramp into classroom areas without office approval.

Parents delivering or picking up students at school should not block the front or back exit areas between 8 and 9 A.M. or 3 and 4 P.M. They are requested to park in the designated parking area in the rear of the elementary building when waiting for students at the end of the school day. The circle in front of the elementary building is a fire/bus lane which should not be blocked.

Student walkers are dismissed at 3:15 P.M. PARENTS PICKING UP STUDENTS MUST WAIT IN THE "PARENT WAITING AREA" LOCATED IN THE HALLWAY BY THE CAFETERIA TO PICK UP STUDENTS AT THE END OF THE SCHOOL DAY. All other students are dismissed at 3:20 P.M. Parents are not permitted to go to classrooms before dismissal.

It is necessary to notify classroom teachers, in advance, if students are to go home in a different way or be dismissed to another's care. A note signed and dated by the parent/guardian is important to insure the safety of the children at the elementary school.

Send a note to the teacher if you wish your child to be dismissed with the walkers. Please do not call the office. Walkers will no longer be announced over the intercom.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after 9:00 A.M. (after morning announcements) is considered tardy unless a bus arrives late because of inclement weather.

Tardy students should be accompanied by parent and signed in at the office before reporting to their classroom (so that our attendance records can be clarified and students are not charged with a full day's absence).

EDUCATIONAL TRIP APPROVAL

Parents requesting approval to take their children out of school to go on an educational trip must complete a trip approval form explaining the reason for the request and the duration of the trip. **Prior** to taking the trip, approval must be granted by the school administration. If prior approval is not granted, the absence will be considered unlawful.

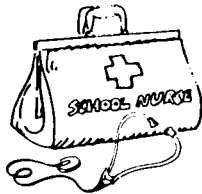
Parents are asked to check the school calendar before requesting to take students out of school. Major exam days should be avoided, if at all possible.



HEALTH SERVICES ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital provided that prior approval is stated on the student emergency card. Remember, an emergency telephone number where parents can be reached and the name and telephone number of an alternate emergency contact and family doctor must be on file at the school.

An ambulance service is available through the school for emergencies. However, the school is not obligated for medical expenses incurred because of accidents that happen in school. Parents are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children.



DISCIPLINE

NOTE TO STUDENTS

The Homer-Center Elementary School is your school and you share in the responsibility to make it a better place to learn. The behavior expected from you at school is a combination of common courtesy and safety considerations. School can be a pleasant place to learn if all students work together.

General Rules for Students

1. Come to school regularly and on time.
2. Complete all assignments on time.
3. Come prepared for class.
4. Make up work missed during absences.
5. Avoid using disrespectful words or actions.
6. Be polite and kind to other children and adults.
7. Talk and walk in school in a manner appropriate for a school activity.
8. Treat the property of others with care.
9. Reserve running and throwing actions for the gym class or outside recess period.
10. Treat others as you would like to be treated.



There are several types of conduct which are never permissible at the elementary school. These include: 1) Fighting or striking other students, 2) Defiance of school staff, 3) The use of profanity, 4) Possession of weapons or other dangerous objects, 5) Possession or use of tobacco, and 6) Possession or use of any controlled substance.

A severe infraction usually results in a school suspension.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, disciplinary action will be taken by school personnel. Parents will be notified of any major offenses that occur.

PARTIES/TREATS (continued)



Since the students will receive treats and refreshments on party days, additional treats should not be sent to school at these times. If your child has a birthday on a party day or you would like to treat his/her class, please send your treat to school on a day other than a party day. Additional food on these days is often wasted and it is difficult for teachers to explain why certain classrooms receive extra treats.

Birthday treats may be brought to school. However, these treats will be distributed to students at lunch time in every grade except kindergarten.

STUDENT SERVICE CLUB

The Homer-Center Elementary School has a service club composed of sixth graders. The purpose of this group is to assist teachers and students with projects, as well as assist in schoolwide and community events.

IMMUNIZATION SCHEDULE

The following minimum immunizations are required for all students entering school.



1. **Diphtheria and Tetanus** - Four or more properly spaced doses of DTP, DtaP, Td, or DT, or any combinations of the three with one dose administered on or after the fourth birthday.
2. **Polio** - Three or more properly spaced doses of polio vaccine. (IPV or OPV)
3. **Measles (Rubella)** - Two properly space doses of live attenuated measles containing vaccine (preferably MMRII) with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
4. **German Measles (Rubella)** - One dose of live attenuated rubella containing vaccine (preferably MMRII) administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
5. **Mumps** - One dose of live attenuated mumps containing vaccine (preferably MMRII) administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by written record signed by a physician or his/her designee.
6. **Hepatitis B** - Three properly spaced doses of hepatitis B vaccine or a history of hepatitis B immunity proved by laboratory testing.
7. **Varicella** - One dose of live attenuated varicella vaccine administered at 12 months of age or older, or chickenpox immunity proved by laboratory testing, or a written statement of history of chickenpox disease from a parent, guardian or physician.



NURSE

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and vision screening. Please be sure to contact the nurse if your child has any unusual health problems or your child is absent from school due to communicable/transferrable disease (e.g., chicken pox, impetigo, lice, etc.). Precautions may be taken to protect other children.

The nurse's office is open daily from 8:25 A.M. until 3:30 P.M. Other school health personnel are on call if any emergency should occur at other times during the school day.

MEDICATION

If for any reason during the school year your child should need to take medication at school, please adhere to the following guidelines.

1. Any student who is to receive prescription or over the counter medication must have a statement from his/her physician with written orders on it. The order must include diagnosis of student, name of medication to be given, possible side effects of medication, dosage and administration.
2. Medication is to be received by the school in the prescription container as it was issued by the pharmacy.* **NO EXCEPTIONS!**
3. All "over the counter medication" must be in their original package or container. Medications will not be accepted in plastic bags, envelopes, unmarked bottles, etc.
4. A written note is required from the parent requesting that the nurse administer medication to their child.
5. The prescription must be current.

Most medication schedules can be adjusted to enable the child to receive his/her medication at home. For example, if your child is to receive medication three times a day, they could receive it at home in the morning before school, in the afternoon after school, and at bedtime. **Medications such as antibiotics prescribed to be given three times a day or less WILL NOT be given at school. Any exception to this rule will require a physician's written statement for the exception to be considered.**

*Not more than a one month supply of medication will be accepted for students.

EMERGENCY CARE CARD

Every student is REQUIRED to have on file, in the health office, an Emergency Care Card. This card lists the parent/guardian's name, address, home phone number, work or other phone number where the parent can be reached. The card also lists a designated responsible adult to be contacted when a parent/guardian cannot be reached. Other information found on the card is the name and phone number for the family physician and pertinent medical information pertaining to the student that is essential to providing effective care for the student in a timely manner. In case of emergency, the parent/guardian will be contacted. In the event that a parent/guardian is unable to be reached, the designated responsible adult listed on the emergency card, or the family physician will be consulted. If no adult listed on the card can be reached, the school authorities will take whatever action they believe necessary to provide appropriate care that will promote the health and safety of the student. The Emergency Care Card should be completed by the parent/guardian and returned to the school nurse no later than the end of the first week of school.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:



1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

PARTIES/TREATS

There will be four parties held each school term: October, December, February, and the last day of school. Treats, refreshments, and activities will be provided by homeroom parents in cooperation with the classroom teachers.



Homeroom parents are reminded that pre-schoolers are not to be brought to the parties. Please consider this policy when volunteering to help with the school parties.

CLASSROOM POLICIES

TEXTBOOKS/SUPPLIES

Textbooks and basic paper/pencil supplies are provided by the school.

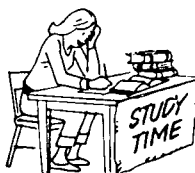
If a book is lost, misused, or damaged beyond reasonable wear, the student will be charged for the book's replacement.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed.

The amount of homework assigned varies and increases as students progress through the grade levels. Homework assignments in kindergarten are established to involve home-school interactions periodically throughout the school year. Primary grade (1-3) assignments will be given on an average of three times per week, with work lasting about 15 minutes for grade 1, 20-30 minutes for grade 2 and 30-45 minutes for grade 3. Intermediate grade (4-6) assignments will be given daily excluding most Fridays and holidays. Daily assignments will average 60-90 minutes of work. Homework assignments may pertain to daily instruction or special projects (i.e., book or writing projects). **Parents are asked to notify school by 9 A.M. for make-up homework. Make-up work will be provided only on the second day and thereafter of absence. This work will be available in the office for pickup after 3 P.M. If your child is missing only one day of school, homework could be made up the following day.**

Parents are reminded that the times stated for assigned tasks may vary for individuals, since children learn and work at different rates of speed. Also, long-range projects may require work on weekends (if students are unable to complete their work during the week). Children should be encouraged to use their time wisely throughout the week, to avoid unnecessary pressure of homework assignments on the weekends.



FOOD SERVICES

Breakfast is available, FREE TO ALL students from 8:25 - 9:00 A.M.

The Homer-Center School District recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Lunches are served by grade level, in half-hour sessions. Refer to page 6. Basic nutritious meals are prepared by trained cooks working in cooperation with the food service director. Students are encouraged to take advantage of these services.

If students bring their own lunches, parents are asked not to send cans or bottles of soda in their bags/lunch boxes. A juice drink box is a good alternative, if students do not drink milk.

Free and reduced meals are available throughout the school year to those who meet financial guidelines. An application will be sent home at the beginning of each school year. You may secure an application at any time during the school year in the elementary office or from the food service director.

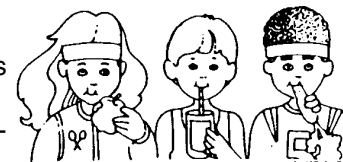
SCHOOL MENU

The daily menu for our school breakfast/lunch programs is determined by our food service director in accordance with governmental regulations for the daily requirements for nutritious meals. The menu is sent to each home.

Parents are reminded to read the menu sheets that are sent home each month.

COMPUTERIZED MEAL TICKET SYSTEM

The Food Service department utilizes a computerized meal ticket system in its operation. Students access the system with a personalized identification number (PIN). Students paying reduced or full price for their meals are required to deposit money into their account in the form of a check or money order only. Cash will not be accepted. Deposits may be made in the cafeteria each morning in the deposit box. Students are permitted to charge up to \$5.00. When students reach a low balance of \$2.50 or below, a letter will be sent home requesting a deposit be made into their account. Money left in accounts will be credited to the next school year. Refunds will be made only to students leaving the school district.

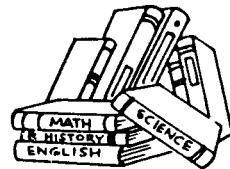


STUDENT DEBTS

If a student has incurred outstanding debts (i.e., for unpaid cafeteria meals, lost or damaged books, etc.), the obligation must be cleared as soon as possible. If the outstanding debt is not cleared by the time report cards are issued, the report card will be held in the elementary office and not sent home. Should this occur, parents will have the opportunity to call the school and receive verbal confirmation of the student's grades. The report card will be released only when the debt is paid in full.

ELEMENTARY PROGRAMS

Academics are given priority at the elementary school. The classroom teacher is the key individual in the student's educational program. He or she is responsible for teaching the Language Arts (i.e., Reading, Writing, English, and Spelling), Mathematics (including computer instruction in grades K-6), and the Social Sciences (i.e., Science, Health, and Social Studies).

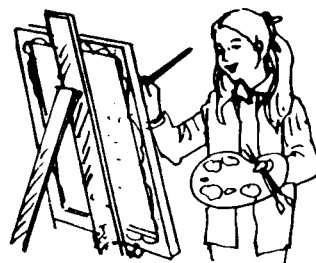


The areas of reading, writing, (integrated throughout the curriculum), and mathematics are emphasized throughout the elementary years. High expectations are set for students within the realm of their capabilities.

SPECIAL PROGRAMS

ART

The elementary art program is a multifaceted program designed to provide experiences for children which promote individual creativity and allow students to



MARKING SYSTEM

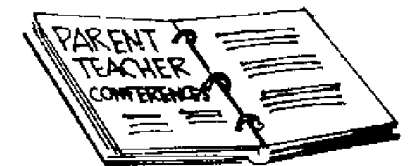
The numerical value for grades may be computed as follows:

- A - 94 - 100%
- B - 86 - 93%
- C - 75 - 85%
- D - 65 - 74%
- F - 0 - 64%
- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

REPORT CARD				
<i>Sam M. Taylor</i>				
<i>2400 N. Hill Street</i>				
<i>Bellingham, Wash.</i>				
	1	2	3	4
ENGLISH	B	A		
MATH	A	?		
MUSIC	B	B		
HISTORY	A	A		
SCIENCE	A	A		
ART	A	B		
FOREIGN	A	A		

PARENT/TEACHER CONFERENCES

School initiated parent- teacher conferences occur once each semester (usually in October and February) of the school year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times can be very valuable to the overall educational program. Formal conferences can be scheduled once a year. If the need arises, additional conferences may be scheduled providing arrangement can be made.



Some parents are hesitant about participating in conferences. However, our teachers can do a much better job with students if they can share their understanding of students directly with the parents, and the parents can share important information about their children with the teachers. If parents have special concerns, it is not necessary to wait for the regular conference time. Parent conferences are encouraged and can be arranged at any time during the school year.

ACADEMIC PROGRESS

PROMOTION/RETENTION

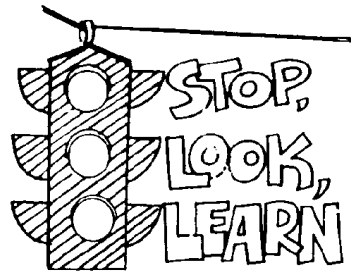
It is the intent of the Homer-Center School District to insure the success of each student through proper grade placement. Students that are successful will be promoted based upon a continuous pattern of achievement and growth. If a student fails to reach the expected levels of achievement, and performance is below average or failing, retention may be considered utilizing the following criteria:

1. Kindergarten-Grade 3 – Overall performance in every subject (with an emphasis in reading).
2. Grades 4-6 – Reading plus one or more additional areas of study (i.e. mathematics, social sciences, language, arts).

If a student is considered for retention purposes, a parent-teacher conference will be held by early spring. In addition, a team including school staff and parents will be convened to evaluate the total school record, which will include but not be limited to: standardized test data, attendance, social and emotional development, chronological age, etc. If the retention involves a special education student, the student's overall potential and I.E.P. (Individualized Education Program) will be reviewed. Finally, students will not normally be retained more than one time in kindergarten through grade 3, and one time in grades 4 through 6.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. Please review your child's progress carefully and contact the school if you have questions regarding grades. Interim report forms will be sent to students who are earning deficient grades at the mid-point of the nine-week period.



examine the aesthetic merit and quality of many forms of human expression. Students are encouraged to explore the full depth of their potentiality and interests through a variety of activities and projects. All students at the elementary school have at least one formal art class every 4 days with the art teacher. In addition, art projects are directed by classroom teachers throughout the school year.

LIBRARY

The library is open on a regularly scheduled basis and it is supervised by the librarian. Library classes are held for grades K-6. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students may use the library to borrow books for recreational reading or do reference work for special projects. There is no fine for overdue books, but students are charged for lost or damaged books.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for teacher use in the classroom. All students have a library class every 4 days.

MUSIC

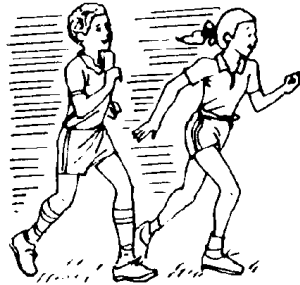
All students at our school have at least one music class every 4 days. The music program provides opportunities for children to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, listening, movement, vocal expression, and music reading.



Besides general music instruction, instrumental music instruction is offered to students in grades 4-6. Band and Chorus are options available for all students in grades 5-6. Fourth grade students may participate in band during the second semester of their fourth grade year.

PHYSICAL EDUCATION

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. School personnel attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program. Students in grades K-6 have physical education classes every 4 days. Adaptive physical education classes are provided for students with special needs. All students should wear tennis shoes and play clothes appropriate for physical activity on gym days.



SUPPORTIVE SERVICES/PROGRAMS

In addition to basic classroom instruction, a number of supportive services and special programs are available to assist students/teachers and meet individual student needs.

Guidance services are directed toward the identification of the student's intellectual, physical, social, and emotional characteristics, early diagnosis of learning problems, and assisting teachers/parents to understand children and to work with them more effectively.

Students identified as having special talents or needs may benefit from: Instructional Support, Challenge Programs, the Learning Support Program, the Chapter 1 Supplemental Reading and Mathematics Programs, or the Speech/Hearing and Vision Programs. Parents are notified if students are eligible for special programs available at the elementary school.

For more information on any of these support services, please contact the elementary office.

Homer-Center Elementary School Student Internet/Computer Use Agreement

I, _____ pledge to obey the following rules while using computers in the Homer-Center Elementary School.

- I will never give out personal information such as my home address, telephone number, or the name and location of my school without my teacher's permission.
- I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
- I will never send a person my picture or anything else without first checking with my teacher.
- I will always treat people online with respect.
- I will not reply to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher right away.
- I will not access any sites that are inappropriate for student usage. If I accidentally access an inappropriate site I will immediately leave the site and tell my teacher.
- I will not buy or sell anything over the Internet.
- I will not copy or print material without permission from my teacher.

I understand that if I violate any of the Internet usage rules that my access privileges will be revoked. I understand that I am also bound by all regulations within the Homer-Center School District Computer/Internet Use Agreement.

Date _____

Student Signature _____

Parent Signature _____

06/16/99